



Board of Cosmetologist Examiners

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Salon License Application Guide

This guide is meant as a reference for the Board of Cosmetologist Examiners' Salon License Application. Please use it in preparing for and completing the Salon License Application. The BCE also recommends following the Salon Application Checklist, page 11 of the application, to assist in the application process. For more information, you may also consult the Salon License Application Frequently Asked Questions.

The guide's tips, tricks and helpful hints are divided into four sections. Here are some highlights from each section:

I. The Timeframe

Applications are reviewed within 15 business days, but incomplete applications may face further delay

II. Preparing for the Salon License Application

Certificate of Assumed Name

Necessary for any salon doing business under a name other than the full name of the legal owner

Certificate of Organization

Required for any owner who is not a sole proprietor or in a general partnership

Given by the Secretary of State

Building and Zoning Compliance

Be aware of local requirements

Certificates of Insurance

Every salon needs Professional Liability Insurance

Salons employing individuals need Workers Compensation Coverage

III. Completing the Application

Building and Zoning Compliance

Approval signature needed from your local building official

The Floor Plan

Every room used for regulated services, plus the dispensary area, needs a sink

Be sure to use all appropriate codes on the diagram of your floor plan

IV. Know Your Responsibilities

As a salon owner or manager

Statutes, rules and responsibilities

As an employer

Compliance with BCE laws and rules

OSHA standards and other federal requirements

Salon License Application Guide

All topics are followed by the applicable MN Statute or Rule

I. The Timeframe (155A.25, 5)

The salon licensing process can be fairly extensive and complex. Obtaining the proper documents and finishing the application could take anywhere from 30 to 90 days, so it is best to get started well before you plan to open your new salon.

Once the BCE receives an application, it is reviewed within 15 business days. If the application is incomplete or inaccurate, it will be returned to the applicant for corrections. Once the application is resubmitted to the BCE, the processing time starts again with no more than 15 business days.

II. Preparing for the Salon License Application

There are several items you will need before submitting a complete Salon License Application. These documents may require some time and research before they can be obtained.

Certificate of Assumed Name (2105.0310, 2A)

Required for salons doing business under a name other than the name of the business owner

An owner must file an assumed name if the salon will operate under a name other than the owner's full legal name.

For example, if you are a sole proprietor named Jane Doe and your salon would like to do business as "Jane's Salon," your salon's legal business name (the full name of the owner) is "Jane Doe" and the assumed name would be "Jane's Salon." In order to work under the name "Jane's Salon" you need to file for an assumed name with the Secretary of State.

The name holder of the assumed name, or the person/company who is allowed to use the name, must match the legal owner name listed on the application. The principle place of business listed on the certificate must match the address of the salon.

To file or amend an assumed name, you may contact the Secretary of State at (651)296-2803 or (800)657-3757, or you may visit their website at www.sos.state.mn.us.

Certificate of Organization (2105.0310, 2A)

Required for all business owners who are not sole proprietors or in a general partnership

All salon-owning business entities, besides sole proprietors or general partnerships, must register their business with the Secretary of State's office. Once your business is officially registered and recognized in Minnesota, you will receive a Certificate of Organization.

To register your business, you may contact the Secretary of State at (651)296-2803 or (800)657-3757, or you may visit their website at www.sos.state.mn.us.

Building and Zoning Compliance (2105.0310, 2D)

Required for all salons

Whether your salon is a new construction, a remodel, or no changes have been made, you will need to get approval from your local building or zoning official. Depending on your location, building and zoning may be regulated by your city, county, or township, so you will need to research the appropriate office to contact.

You should be aware of local requirements early in the building or remodeling process to avoid problems when obtaining a final approval signature for this application.

More information on building and zoning requirements can be found in the “Completing the Application” section of this guide.

Certificate(s) of Insurance (155A.29, 2.A.5)

Certificates of Insurance are a key reason many applications are returned. To prevent any errors, be sure that you submit a Certificate of Insurance, rather than insurance declarations or policies. Each certificate must list the salon name and address as it appears on the application.

Certificate of Professional Liability Insurance

Required for every salon

The certificate must clearly state “Professional Liability Insurance.” Professional liability insurance covers workmanship, whereas general liability, or business owners’ insurance, may not. You will need at least \$25,000 coverage per claim and \$50,000 coverage per policy, per operator.

Certificate of Workers Compensation Insurance

Required for salons employing individuals

For questions regarding workers compensation coverage, please contact the Minnesota Department of Labor and Industry at (651)284-5005 or visit their website, www.dli.mn.gov.

III. Completing the Application

Building and Zoning Compliance (2105.0310, 2.D)

Required for all salons

Page 4 of the Salon License Application asks for a signature of approval from your local building official. In order to get an approval signature, you may need to make changes to your salon. It is best to contact your local building official early in the application process to account for this.

The BCE defers to city building requirements for most things, but there are several things to be mindful of when constructing, remodeling, or purchasing a salon. Please note:

1. Every room in which regulated services are offered must have a sink or shampoo bowl. The BCE defines a room as being an enclosed space with four walls and an opening less than five feet wide.
2. The dispensary area must have, or be near, a sink or shampoo bowl. If your dispensary area is a separate room, it must contain a sink and the door must remain closed. Your dispensary area could also be a locked cabinet; this cabinet should be within five feet of a sink or shampoo bowl.
3. The salon must have a hot water heater in or near the salon.
4. The salon must have a restroom and there must be a sink in the restroom.

The Floor Plan (2105.0370-0380; 2105.0310, 2E)

Required for all salons

The BCE requires all salons to submit an accurate diagram of their floor plan. Please keep these items in mind:

Codes for Items

The floor plan you provide can be drawn on page 7 of the application or be added as an attachment. Whether you draw your own floor plan or provide a blue print or formal drawing, it **must** include all appropriate codes listed on page 6 of the application. If a floor plan is missing any of the codes listed on page 6 (excluding possibly a pedicure station or shampoo bowl), the application will be returned.

Hot Water Heater and Restroom

If any of the objects listed are outside of the formal salon area, you may note this by listing their locations in the margin of the floor plan. For instance, if your restroom and hot water heater are in an adjacent area,

you may write out where they are located. Something like, “restroom 10 feet down this hallway, on the right,” works perfectly.

Sufficient Sinks and Dispensary

Every room in which regulated services are offered must have a sink or shampoo bowl. The BCE defines a room as being an enclosed space with four walls and an opening less than five feet wide. If two areas are adjacent to each other with an unobstructed opening five feet wide, or greater, it may be considered one work area. *For more information on this requirement, please see the Board Meeting Minutes from December 2012 and May 2013.*

The dispensary area must have, or be near, a sink or shampoo bowl. If your dispensary area is a separate room, it must contain a sink and the door must remain closed. Your dispensary area could also be a locked cabinet; if this is the case, this cabinet should be within five feet of a sink or shampoo bowl.

Labels for Rooms

Be sure that you label each room on the floor plan as what it is used for. For example, if you have a separate room in which you offer waxing services, be sure to label the room “Wax Room” or something similar.

IV. Know Your Responsibilities

As a Salon Owner or Manager

As a salon owner or manager, you must recognize the responsibilities of running a salon. On pages 9 and 10 you will sign to certify that you have read and acknowledged your responsibilities as an owner or manager. Please be sure to read and understand the page titled “**Salon Licensee Responsibility.**”

You will also be held accountable for all requirements of MN Statute 155A and MN Rules 2105.0350 through 2105.0390. If the salon is found in violation of any relevant laws or rules, you, as an owner, or manager, or both, could be fined.

If you need to obtain copies of the statutes or rules books for yourself or for the salon, you may contact Minnesota Bookstore at (651)297-3000 or (800)657-3777. You may also download the statutes and rules from our website, www.bceboard.state.mn.us.

As a Business Owner

Occupational Safety and Health Administration Standards*

The Occupational Safety and Health Administration (OSHA) requires employers to provide their employees with working conditions that are free of known dangers. Employers must maintain a work environment that does not have serious hazards and follows all relevant OSHA standards and practices.

OSHA states that employers must try to eliminate or reduce hazards by making changes in working conditions rather than just relying on masks, gloves, or other types of personal protective equipment. Switching to safer chemicals, enclosing processes to trap harmful fumes, or using ventilation systems to clean the air are ways to minimize risk for employees.

For more information on safe practices, OSHA standards, and employee rights, please visit the Occupational Safety and Health Administration website at www.osha.gov/workers.html. You may also contact the OSHA Chicago Regional Office, which covers all of Minnesota, at (312)353-2220.

**This information was originally provided by the United States Department of Labor and the Occupational Safety and Health Administration. The BCE does not hold authority over the standards listed, but provides this notice as a courtesy to licensees. The information above was found at:*

United States Department of Labor. (n.d.). Workers. Retrieved 11 18, 2013, from Occupational Health and Safety Administration: <https://www.osha.gov/workers.html>